USOE
College and Career Testing
Program
S.B. 175
August 8-9, 2013



## **USOE** Contact Information

- Nolan J. Fawcett
- Utah State Office of Education
- Secondary Mathematics Assessment Specialist
- Phone: 801-538-7654
- nolan.fawcett@schools.utah.gov



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# The State Board of Education Shall:

- Adopt college readiness assessments for secondary students
- Require school districts and charter schools (LEA's) to administer the test in the 2013-14 school year

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# The college readiness assessments adopted shall:

- include the college admissions test that includes an assessment of language arts, mathematics and science that is most commonly submitted to local universities.
  - ACT test has been adopted
  - May include:
    - Armed Services Vocational Aptitude Battery: and a battery of assessments that are predictive of success in higher education

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- Requires school districts and charter schools (LEA,s) to administer a test to all students in grade 11.
- A student with an IEP may take an appropriate college readiness assessment other than a test adopted by the State Board of Education as determined by student's IEP.

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### **ASVAB Test**

Armed Services Vocational Aptitude Battery
Career Exploration Program

 The ASVAB is a nationally normed, multi-aptitude test series that provides high schools students with a gauge to measure their academic readiness

 The career information program section encourages students to explore a wide variety of careers. It used by high school counselors to guide students into careers prior to entering the work force.

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 The ASVAB is a cost-free comprehensive program for high school students.

 The Program is easily integrated into the high school curriculum and estimates performance in college academic readiness and career interests.

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## **ASVAB Contacts:**

- Bruce Baron—801-975-3701 ext 234
  - bruce.b.baron.civ@mail.mil
- Traci D. Judd—801-975-3701 ext 228
  - traci.d.judd.civ@mail.mil



## On Line Schools

- It is the responsibility of the On Line School to meet the guidelines and requirements for ACT testing.
  - Establish a testing site where all on line testing will take place
  - Make arrangements with the closest testing site for students to test.
    - Student must provide
      - On line act school code
      - Student SSID



## Youth in Custody

- It is the responsibility of the LEA where the facility is located to make arrangements for ACT testing.
  - Establish as a testing center
  - Arrange with closest testing site



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# ACT Accommodations for students testing at another test site

- The school (TAC) where the student will be testing is responsible to complete accommodation paperwork with the assistance of the students regular supervisor.
  - Materials will be sent to the testing facility
  - Must meet the accommodation requirements and dead lines



## **Explore-Plan Tests**

- Tests are optional
- Must be ordered through LEA Assessment Director using State ID number
- LEA makes the decision to test schools with in the LEA using explore for either 8<sup>th</sup> or 9<sup>th</sup> not both

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# ACT/Explore/Plan Professional Development

- Suggestions for dates and places to hold Explore/Plan Professional Development data Sessions
- Do we need to have Professional Development sessions for ACT data?



## **Needed Information**

check the list at the table at the back if on line send me the information in an email.

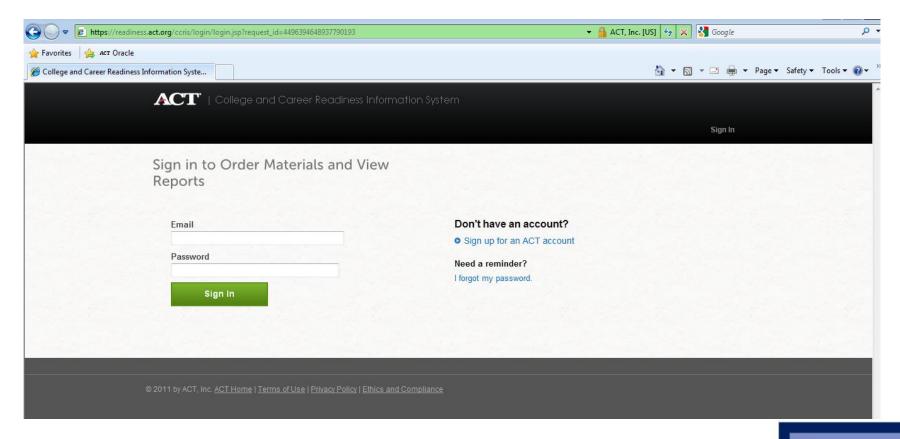
- Name of schools to be used as ACT test sites
- Name of schools that will be using the Plan test
- Name of schools and grade (8<sup>th</sup> or 9<sup>th</sup>) that will be using the Explore test

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# Ordering Procedures

- Utah State Office of Education Contract
- Ordering ACT Explore / ACT Plan Test Materials with ACT's College and Career Readiness Information System (CCRIS)
- The first and most important rule to remember when placing your ACT Explore / ACT Plan
  test material order (for public schools affiliated with a school district), is that your order
  MUST be placed by your district in order to be funded by the Utah State Office of
  Education. [Only private schools or public schools not associated with a district
  may order as a school. You should see and select the correct Program as in Step 6
  below.]
- To place your district order, type or paste the following into your browser: readiness.act.org
- You will see the following screen where you may enter your e-mail and password to begin the ordering process. Links are provided on the right if you have forgotten your password or need to sign up for an ACT account (a personalized account is needed to place an order for your district. Click the "Sign In" button as the enter key will not work on this screen. If you have forgotten your password, click "I forgot my password" or call ACT for assistance at 877-789-2925.





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- Once you have entered your e-mail and password or have set up an account, you will advance to the following page where you should see your district's name in the upper right hand corner.
- (See sample below.)



#### Choose a Program to Order

#### Education







**EXPLORE** 



**PLAN** 

#### You tell us ...

- · When you need test materials
- When to generate your aggregate reports

#### Contact ACT

- CustomerServices@act.org
- 877-789-2925

#### ACT will ...

- Process your student and school reports within 14 days of receipt
- . Bill you only for the tests you use

#### You will need ...

- · The date you want test materials to arrive
- Grades being tested



- Select ACT Explore or ACT Plan and you will see YOUR district name in the upper right-hand corner. (See sample below.)
- HOME SOLUTIONS ORDER HISTORY
  DISTRICT

  YOUR PUBLIC SCHOOL

•

• 2013 - 2014

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- Funded by Utah State Office of Education
- Testing Year Choose Program
- Participation Agreement Funded by Utah State Office of Education

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- By clicking on "I agree to the terms of the Participation Agreement, you are agreeing on behalf of your superintendent that the superintendent has agreed to the terms of this participation agreement. This public school district commits to participate fully in the ACT Explore / ACT Plan testing project being sponsored by the Utah State Office of Education. The public school district agrees to: (1) Administer ACT Plan to 10<sup>th</sup> graders and ACT Explore to 8<sup>th</sup> or 9<sup>th</sup> grade students, schools may only test one grade. (2) Administer the assessment to all students (optional only for those who are developmentally or physically disadvantaged) and test between September 02, 2013 and November 22, 2013. (3) Return completed answer documents as soon as possible after testing and no later than December 6, 2013. Answer sheets arriving in lowa City, lowa after December 6<sup>th</sup>, 2013 will NOT be paid for by USOE. (4) Practice fiscal efficiency in the ordering and caretaking of materials. (5) Pay shipping fees if express shipping is required. (6) Pay shipping fees for materials returned to ACT if the school district withdraws before testing.
  - I agree to the Participation Agreement
- Select Schools and Quantities

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- Enter Testing Year: 2013-2014
- Choose Program:
- ACT Explore Funded by USOE Grade 8 or Grade 9 ONLY
- ACT Plan Funded by USOE Grade 10 ONLY

If you do not see this "program" choice, it means that you have not logged in as an eligible district. Do not continue with your order as it will not be funded by USOE. Log out of the system and log back in as your district instead of your school or contact ACT to verify that your district is on the USOE eligibility list if you do not see it.

- Read the Participation Agreement in the shaded box and check the box below to agree to the Participation Agreement.
- Click "Select Schools and Quantities" and continue with your order by clicking on the name of the school for which you need to order. If you have more than one school in your district, you will need to place an order for each school.
- Order enough test packages to cover your anticipated fall enrollment as well as any accommodated and/or supplemental test materials that you anticipate needing. ACT will ship an overage of the following items based on your enrollment: test booklet, answer folder, Instructions for Completing Your Answer Folder, and Why Take ACT Explore (or ACT Plan).

•	Package Quantity	Overage	
•	1-10	-	1
•	11-50		3
•	51-20		5
•	201-500	10	
•	501-1000	15	
•	1001+		20



- If you do not see a school for which you need to order, please contact ACT at 877-789-2925. The school may need to be added to the UT eligibility list. ACT's Service Center will be able to initiate that process for you.
- Select the "Standard" delivery option to avoid delivery charges to your district. Test
  materials will begin shipping in early August. Please do not select expedited shipping
  unless you are placing your order very close to your actual test date.
- Select the test materials delivery date if a date later than the default delivery date of 8/8/2013 is desired.
- SHIPPING OF TEST MATERIALS PRIOR TO TESTING--Select shipping address and contact from drop-down box OR add correct address and contact.
- SHIPPING ADDRESS FOR SCHOOL REPORTS--Choose address from drop-down box OR add correct address as indicated. Note: Reports must ship to a valid school or district address. Do NOT select the Utah State Office of Education to receive your reports.
- After placing each school order, click "Next" in the lower right hand corner to return to the list of schools.
- After you have ordered for all of your schools, hit the "Enter Billing Information" button at the bottom of your screen.

- You should see:
- "Billing Information ACT Explore Funded by Utah State Office of Education. If you do not see these words followed by the address of the USOE with Nolan Fawcett as the contact, call ACT's Service Center at 877-789-2925.
- Enter your District Reporting address and contact and note the date indicated for processing of your district reports.
- Check out.
- The Payment Page will show a Total Amount due of \$0.00 unless you have requested expedited shipping to be charged to your district.
- Review your order to make sure everything is accurate then agree to the terms and conditions.
- Finally, hit the "Place Order" button. Your order will not be complete until
  you have completed this final step.
- Thank you for your order!

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## Ordering Pre-ID Labels

 When the LEA goes to place an order for materials, there is a link for "Pre-ID" that walks them through exactly what to do and what needs to be entered.

 You will need to order at least 3 weeks ahead of scheduled testing.

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# ACT/USOE website

http://www.act.org/aap/utah/act.html



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